

Connecticut Mental Health Center
Employment Opportunity
Recovery Support Specialist Trainee – CM 98181

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Connecticut Mental Health Center, 34 Park Street, New Haven, CT 06519

Program/Unit: ACT TEAM

Shift/Schedule/Hours: 1st Shift / Wednesday, Thursday, Friday; 8:30am to 4 pm with approximately one shift per pay period scheduled for 11:30 AM to 6:30 PM / 42 hours biweekly.

Posting Date: June 13, 2011

Closing Date: June 19, 2011

Duties may include but not limited to: The Recovery Support Specialist Trainee will be part of the ACT Team; assisting clients to define personal goals for their recovery plans, and to accomplish the tasks essential to fulfilling those goals. Will participate in assigned rehabilitative interventions, assist clients in obtaining services that meet their recovery needs, and assist them to cope with internal and external stress. Will provide resource information and support to assigned clients, to assist them in developing the social networks and activities necessary to achieving community integration. Will teach recovery management skills to assigned clients and their families and/or significant others. May provide outreach and transportation. Will participate in clinical team meetings; providing observations and suggestions regarding client-centered approaches, and reporting on client behavior and responses to interventions. Will document client updates in the medical record as required. Will complete relevant reports as needed and perform related duties as required.

General Experience and Training: Completion of the Recovery Support Specialist Certification.

Special Requirement: Incumbents in this class are required to possess and maintain a valid Motor Vehicle Operator's license.

Career Progression: After completion of six (6) months of successful and satisfactory performance as a Recovery Support Specialist Trainee, an incumbent will be moved to the Recovery Support Specialist classification (on the first pay period following the completion of the six (6) month requirement).

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (ex. Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other Applicants:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Robert Paolitto, Human Resources Specialist
Human Resource Services Center – Employment Services Division
P.O. Box 1508, 460 Silver Street, Middletown, CT 06457
Fax: (860) 262-6770 Email: ramonita.gonzalez@po.state.ct.us

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.